**Rotary Club of Peterborough**

**Board and Service Committee Sign Up 2018-19**

**Portfolio:** Club Service **Sponsoring Director:** Lloyd Graham (Master Sergeant)

**Committee:** Program Committee

**Chair:** Jay Amer?

**Membership:**

Sarah Burke Jim Coyle

Tracey Ormond Ray Saitz

Sally Harding (Registration)

**Core Activity**: To sponsor / convene various speakers and activities associated with Club meetings, includes registration desk, meeting and venue arrangements (catering, set up, etc.), that engage members as part of a vibrant club (up to two events per month). Includes, but not limited to:

* Up to 20+meetings with guest speakers
* In-club meetings /special events (AGM, AG/DG presentations, annual change over, etc.)
* Remembrance Day celebration Chair: Garry Humphreys
* Member induction / recognition
* Paul Harris Fellow Night Chair: Andi van Koeverden
* Canada Day essay contest Chair: TBD

**Goal**: To plan and organize dynamic and interesting speakers and programs that engage the membership and advance the ideals of Rotary in topics germane to the Club and broader community, about 23 events per year (excludes social events).

**Volunteer commitment**: About 12 meetings per year, plus assigned tasks and assignments, organize meeting participants, etc.

**Total time commitment**: About 5 members, up to two hours / month

**Activities**: plan and sponsor bi-weekly speaker program, support bi-weekly club meetings and events (venue and catering, set up, etc.), create Club calendar, facilitate logistics, recruit meeting participants (intros / thank yous), recruit volunteers for meeting registration, catering and set up, head table guests, etc.